

V. REPORTING REQUIREMENTS

CalCAP Regulations require financial institutions to report to CalCAP on the status of loans enrolled and associated loan loss reserve accounts on a regular basis. In addition, financial institutions should communicate to CalCAP any changes to the lender's primary contact information to ensure important communications from CalCAP are received by the appropriate lender point of contact.

A. Monthly Reporting

CalCAP Regulation §8073 (f) states:

"The Participating Financial Institution shall provide information to the Authority regarding the status of accounts, enrolled loans, claims and recoveries upon request."

All participating lenders with internally held loan loss reserve accounts are required to **submit monthly bank statements for each loan enrolled** to CalCAP. The bank statements should provide a detailed description of the account and a complete summary of all transactions for the period covered. Failure of the lenders to comply more than two times within a six month period or more than three times in a 12 month period with the reporting requirements will result in mandatory transfer of loss reserve accounts to the CalCAP Trustee Bank.



Submit Loan Loss Reserve account statement by the 15th of the following month (e.g. the statement for January must be submitted by February 15th) either by email at CalCAP@treasurer.ca.gov or by mail to:

CPCFA/CalCAP CS
915 Capitol Mall, Room 457
Sacramento, CA 95814

B. Change in Lender Points of Contact

To ensure the financial institution is aware of all current CalCAP rules and regulations as well as changes to program policies or practices, lenders should keep CalCAP informed about any changes to key lender contacts by sending a brief memo to CalCAP with the new or updated name, address, phone or email contact information. Specifically, lenders should inform CalCAP of changes to:

- ☞ **Main Contact** – CalCAP's primary lender contact
- ☞ **Public Contact** – lender contact for public inquiries (name and address will be published on the CalCAP website)
- ☞ **Financial Contact** – lender contact authorized to discuss bank statements, quarterly reports, claim refunds, etc. with CalCAP

- ☞ **Mail Recipient** – lender contact authorized to receive completed loan and claim documents from CalCAP
- ☞ **General Emailing List** – on occasion, CalCAP sends out email announcements for new processes, new forms, lender roundtable meetings, etc. Lender should provide the email addresses for those wishing to receive such correspondence.

Updates can be submitted to the CalCAP email CalCAP@treasurer.ca.gov or by mail to:

CPCFA/CalCAP CS
Ref. Change in Lender Contact
915 Capitol Mall, Room 457
Sacramento, CA 95814



Please use “Change in Lender Contact” reference in the email subject line or in the regular mail address line.